

Subscribers to the BC Bid e-Bidding Service can submit bids electronically on eligible opportunities. This guide describes how to submit an e-Bid on Province of British Columbia Invitation to Quote forms.

Step 1 – Log On

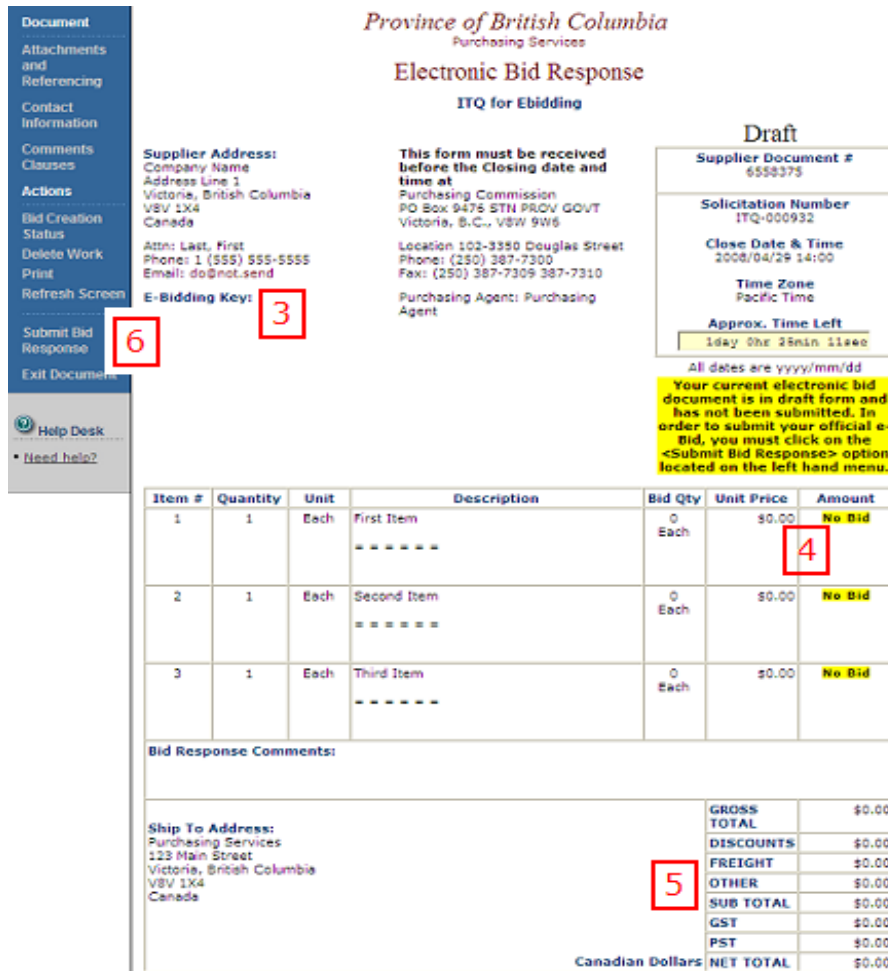
Log on with your username and password to BC Bid (www.bcbid.ca).

Step 2 – Create Electronic Bid Response

Find and open the Invitation to Quote. Click on **Bid Response** in the left-hand menu. Click the **Create** button, then read and agree to the Terms and Conditions of Use. An Electronic Bid Response form will be created.

Step 3 – eBidding Key

Click onto **eBidding Key**. Enter the company eBidding Key and click **Submit**.



Province of British Columbia
Purchasing Services
Electronic Bid Response
ITQ for E-bidding

Draft

Supplier Address:
Company Name
Address Line 1
Victoria, British Columbia
V8V 1X4
Canada

Attn: Last, First
Phone: 1 (250) 555-5555
Email: ido@ncf.send

This form must be received before the Closing date and time at:
Purchasing Commission
PO Box 9478 STN PROV GOVT
Victoria, B.C., V8W 9W6

Location: 102-3380 Douglas Street
Phone: (250) 387-7300
Fax: (250) 387-7309-387-7310
Purchasing Agent: Purchasing Agent

Supplier Document #
6558373

Solicitation Number
ITQ-000932

Close Date & Time
2008/04/29 14:00

Time Zone
Pacific Time

Approx. Time Left
1day 0hr 28min 11sec

All dates are yyyy/mm/dd

Your current electronic bid document is in draft form and has not been submitted. In order to submit your official e-Bid, you must click on the <Submit Bid Response> option located on the left hand menu.

Item #	Quantity	Unit	Description	Bid Qty	Unit Price	Amount
1	1	Each	First Item -----	0 Each	\$0.00	No Bid
2	1	Each	Second Item -----	0 Each	\$0.00	No Bid
3	1	Each	Third Item -----	0 Each	\$0.00	No Bid

Bid Response Comments:

Ship To Address:
Purchasing Services
123 Main Street
Victoria, British Columbia
V8V 1X4
Canada

GROSS TOTAL	\$0.00
DISCOUNTS	\$0.00
FREIGHT	\$0.00
OTHER	\$0.00
SUB TOTAL	\$0.00
GST	\$0.00
PST	\$0.00
Canadian Dollars NET TOTAL	\$0.00

Step 4 – Enter Unit Prices

Click on to **No Bid**. Enter the unit price in (a), a description or additional information about the item if desired in (b) and then (c) click either **Submit Return** to return to the Electronic Bid Response form or **Submit/Next** to move to the next item.

Edit Item

Close x

Original item

Product Number	Quantity	UOM
70	1	Each

Description

First Item

Bid Item Bid No Bid

Item Number

1

Quantity UOM Price

1 Each 0.00

Enter a description

b

Submit Return Submit/Next

c

Done Local intranet 100%

Step 5 – Discount, Freight and Taxes

Click onto Discount (or Freight) to open the Misc Charges screen. Enter in amounts as applicable and click on **Submit Return** to save the information and return to the Electronic Bid Response form.

Step 6 – Submit Bid Response

Click onto **Submit Bid Response**. Click **OK** on the information window to confirm the data is correct. To finalize the eBid on the Review/Approve screen, click the **Submit Return** button. The Bid Response Receipt screen confirms that the eBid has been received by BC Bid; a copy of the receipt is also sent by email.

For assistance, contact the BC Bid Help Desk at 250-387-7301 (Victoria)

Toll-free within BC by calling Enquiry BC and requesting a transfer:
604-660-2421 (Greater Vancouver) or
1-800-663-7867 (outside Victoria/Vancouver)